

# Electronic Courtroom Guidelines for Attorneys

- ☐ Contact chambers for scheduling and approval of use
- ☐ It is strongly recommended that each person who will be using the electronic equipment schedule training before first time use
  - Training should be scheduled with Amanda Miller 214-753-2231 or Jennifer Pierce 214-753-2159 at least 24 hours before desired time
  - If you plan to use a laptop, the VCR or any other auxiliary equipment during the trial, please bring them to the training
- ☐ Submit list of equipment that will be used during trial to chambers
- ☐ Test all equipment before trial begins
- ☐ Arrive early on the day of trial to set up laptop(s), VCR, document camera, etc.

For technical questions please contact Brian Fletcher 214-753-2253 or Amanda Miller 214-753-2231. All other questions should be directed to chambers.